

Highlands Ranch HOA

Board Minutes for Regular Meeting October 23, 2025

Meeting called to order by Cynthia Shafer at 6:12 pm.

Roll Call: Board present: Cynthia Shafer, David Thackrey, Adam Pope, Mary Teders, Michael Prado and Scott Smith. Non-board member committee chairs present: Pat Hopkins and Jimmy Junkin. Other guests present: None.

Executive Session per Section 209.0051 of the Texas Property Code to discuss confidential matters relating to individual members. None.

Regular Session for non-confidential matters. None

Approve prior minutes of Regular session for September 25, 2025.

Motion to Approve: Mary; **Second:** Adam; **Vote:** All For; **Motion carries.**

Committee Reports:

ACC and Welcoming—Pat Hopkins

a. ACC Requests :

10/7/25 Hill, 9022 Highlands Cove, basketball court, 3 car garage, and additional living space.

Stipulations:

1. 11' variance is granted for the required 100' building setback from the street edge vs the front property pins. The structure will be a minimum 89' from the street edge or even further back as the limestone ridge at the rear of the structure allows.
2. All natural vegetation between the structure and the front fence will remain for screening purposes.
3. All properties in Highlands Ranch shall be used for private single family residences. This excludes business, commercial, or professional use per the HR DCCR's. This includes any "camps" or training groups that might cause parking issues or a bottleneck at the HR entry gate.

Action Items from September 25 Meeting:

Pat to request input received from Tom Newman addressing ACC request from George Hill, 9022 Highlands Cove request. - On September 27, Tom responded via email that the ACC has no basis for denying.

b. New members' welcoming kits delivered:

Nothing to report.

Roads and Safety—David Thackrey:

a. Status of Road Work.

Fog seal work on all remaining roadways is complete. Striping and reflective button replacements should be completed on 10/23.

Hayden is preparing a revised bid to remove concrete spoils on the inbound lane of Ranchland View. The original roadwork bid assumed the concrete spoils could be taken off with a skid loader. Further analysis revealed removal will require grinding off a fraction of the existing asphalt using specialized equipment and then reapplying Liquid Road.

Invoices are being prepared for companies and individuals who ignored traffic control and drove through wet pavement, requiring Hayden to reapply product at additional cost.

An Airtron vehicle drove on a section of wet fog sealed road which required reapplication at a cost of approximately \$3500. Airtron states that they have video proof that traffic control had not been established when they drove on the road. David to request video for confirmation.

A water company vehicle drove on a section of wet fog sealed road which required reapplication at a cost of approximately \$500. They will reimburse.

A resident's vehicle drove on a section of wet fog sealed road which required reapplication at a cost of approximately \$850. David to tell Eva to send resident invoice to cover cost.

Gates and Recordings—JoAnn Brown (provided by email):

As result of the recent damage done to the barrier arm and the ongoing escalating cost associated with its and the gate's repairs, the board has requested members to volunteer to be part of a gate committee. Objective will be to offer suggestions on how to remedy this issue. The arm will stay inoperable until a solution is approved. Several members have stated their willingness to serve.

Preston Woolfolk will chair this committee. Pat will provide committee with his knowledge of gate/barrier arm history. Board will also provide committee with gate/barrier arm expenditures from the last few years.

David has recommended the Board establish guidelines for the committee such as:

First, abandoning use of the gates all together is not an option. Any plan must include closing the gates for some period each day.

Second, a manned or unmanned guard house is not an option. We can't afford it, so don't even suggest it.

Third, they have to work within the current physical layout of the roads and grounds. We can't relocate walls, construct new roadways, etc. Exception would be adding dividers and such to existing roads, moving the gate arm, or adding new technology to the equation, etc.

Fourth, they must solicit resident feedback for any plan they bring forward for board approval. The committee can't operate in a vacuum. How they do that is up to them. Survey, town hall, individual one on ones, their call.

Last, it was suggested that the committee finish its work and report to the Board by December 31.

Adopt David's guideline recommendation for gate committee.

Motion: David; 2nd: Scott; Vote: All For; Motion Carries

Action Items from September 25 Meeting:

Pat and David will develop signs and post at both Emergency Road Gates informing water company actions to be taken if they continue to leave gate(s) unlocked. – Water Company has been locking gates. Void the earlier decision to develop signs. No further action required. Item Closed.

Finance Report—Adam Pope.

(1) Most recent financial reports.

The 9-30-25 financials show that we have one CD maturing 10-11-25, two on 11-9-25, and one on 11-21-25 that we will need to renew and/or purchase new ones. Adam will handle this.

(2) Discuss and approve 2026 Assessments.

Action Items from September 25 Meeting:

Adam and Jimmy were asked to re-evaluate an assessment fee increase and report again at the next board meeting.

An increase of \$25 per quarter (\$20 Operating Fund and \$5 Reserve Fund) was proposed. Further, it was proposed that the \$23,490 fees paid to Steve Brown in connection with supervising the road work be reclassified from the Operating Fund to the Reserve Fund.

Motion: David; 2nd: Scott; Vote: All For. Motion Carries

DCCR—Scott Smith.

Nothing to report.

Oak Wilt—Jimmy Junkin

Nothing to report.

Beautification—Lil Rogers (provided by email).

Mulch added to front landscape beds.

Action Items from September 25 Meeting:

Lil requested recommendations for other Lawn Care Services for the entrance weed control and grass fertilization – None received yet.

Lil was to discuss recently planted cactus which died with Panche – Waiting on update?

Lil was informed from Moore Irrigation of front entrance irrigation deficiencies.

Cynthia was to try to obtain current irrigation schedule – Waiting on update?

Pat was to try and obtain estimate for an additional water tank. Need to put in 2026 budget. Waiting on update?

Social—Mary Teders

- Halloween Hayride and Potluck – Friday October 31 5:30 - 8:30. Invitations emailed 13 October.
- Women who Wine - Meeting Monthly.

Newsletter—Corrine Castillo.

Nothing to report.

Ratification of actions taken by board between formal meetings (e.g., via email/Zoom/in person).

A. Barrier Arm Temporary Removal

Barrier arm and its control mechanism was severely damaged on October 4, 2025 which effects it's proper operation. Quality provided 3 repair options with quotes for each. The decision was made to raise and disable arm operation until a more formal course of action was decided. Quality informed us of a potential safety issue with our course of action as the arm may fall unexpectantly without it being properly disabled. Board agreed to have Quality properly remove the arm.

Motion: Adam; 2nd: Mary; Vote: All For. Motion Carries.

Other Business.

A. Annual Meeting.

Discussed Critical Dates Document (Provided earlier via email)

Critical Dates Document sets forth things to do leading up to the annual meeting and the dates by which they must be done, per the bylaws.

Discuss meeting location and date.

Date : Saturday, March 21, 2026 at 10am.

Location: Cynthia to inquire about venue. Preferences Mickey's Chicken & Tavern then Bevy Hotel, Boerne.

Appoint Nominating Committee.

Cynthia nominated Pat Hopkins, Jimmy Junkin and Aaron DeWispeleare.

Motion; Mary; 2nd:Adam; Vote: All For. Motion Carries

B. 2026 Tiger Sanitation Bulk Pick Up

Pat has scheduled for TBD.

Next Board meeting: 12-04-25 at 6:00pm

Cynthia adjourned meeting: 8:31 pm.

Respectfully submitted,

 04 Dec 2025

Michael Prado, Secretary